

**SAMPLE SOLICITATION AMENDMENT  
1/2006**

**INSTRUCTIONS: REVISE OR DELETE AS NEEDED.**

**A SOLICITATION AMENDMENT IS A DOCUMENT USED TO CHANGE OR CORRECT A SOLICITATION.**

**SOLICITATIONS MAY BE AMENDED MULTIPLE TIMES, SO ASSIGN SEQUENTIAL NUMBERS (1,2, ETC.) FOR EACH AMENDMENT.**

**REFERENCE THE SECTION OF THE SOLICITATION BEING REVISED OR DELETED.**

**EXAMPLE: Section 5.3, prior experience, is hereby amended as follows: Delete the first sentence in its entirety and replace with, "A minimum of three years experience in providing management consulting services is required."**

**IF YOU RECEIVE QUESTIONS ABOUT THE SOLICITATION THAT REQUIRE YOU TO PROVIDE NEW INFORMATION, USE A SOLICITATION AMENDMENT TO PROVIDE ALL POTENTIAL VENDORS WITH THE SAME INFORMATION AT THE SAME TIME.**

**EXAMPLE: Section 1.06 of the RFP established a deadline for receipt of questions related to this RFP. Questions received by the deadline and the State's responses are as follows:**

- 1. Question: XXXXX?  
Response: XXXXX.  
No amendment necessary.**
- 2. Question: XXXXX?  
Response: XXXXX.  
Section 5.3 has been amended as follows: XXXXX.**

**DISTRIBUTE THE SOLICITATION AMENDMENT TO ALL VENDORS WHO RECEIVED A COPY OF THE ORIGINAL SOLICITATION. IF YOU HAD A MANDATORY PRE-BID OR PRE-PROPOSAL CONFERENCE, YOU MAY LIMIT THE DISTRIBUTION TO ONLY THOSE VENDORS THAT WERE IN ATTENDANCE.**

**IF YOU ARE POSTING THE SOLICITATION TO AN INTERNET WEBSITE, REMEMBER TO ALSO POST THE SOLICITATION AMENDMENTS ON THE WEBSITE.**

**DELETE THESE INSTRUCTIONS AND ALL EXAMPLES BEFORE PRINTING.**

STATE OF NORTH DAKOTA  
AGENCY OR INSTITUTION NAME  
ADDRESS  
CITY, STATE ZIP  
TELEPHONE AND FAX NUMBER

**SOLICITATION AMENDMENT**

**DATE**

**SOLICITATION NUMBER AND TITLE: INSERT**

**AMENDMENT NUMBER: INSERT NUMBER (1, 2, ETC.)**

The above referenced solicitation is hereby amended as follows:

1. Section XXX is hereby amended as follows:  
Delete subsection XX.  
Delete Subsection XX in its entirety and replace with "XXXX"
2. Section XX, Subsection XX: Replace "XXX" with "XXX"
3. Section XXX is hereby deleted in its entirety.

Section XX of the solicitation established a deadline for receipt of questions. The responses to these questions are provided as addenda to the solicitation. When necessary, the solicitation has been amended.

1. Question: XXXXX?  
Response: XXXX  
No amendment necessary.
2. Question: XXXXX?  
Response: XXXX  
Section XX of the RFP is amended as follows: XXXXXXXX.

Vendors are instructed to acknowledge receipt of and compliance with this amendment by signing below and returning this acknowledgement with your bid or proposal.

Any questions regarding this amendment must be submitted in writing to the undersigned Procurement Officer.

**NAME**

Procurement Officer

PHONE: INSERT

FAX: INSERT

E-MAIL: INSERT

## SOLICITATION AMENDMENT

### ACKNOWLEDGEMENT

SOLICITATION NUMBER AND TITLE: **INSERT**

AMENDMENT NUMBER: **INSERT NUMBER (1, 2, ETC.)**

By my signature below, I hereby acknowledge receipt of and compliance with this amendment to the above referenced solicitation.

***NAME OF BIDDER OR OFFEROR***

***MAILING ADDRESS***

***PRINTED NAME***

***SIGNATURE***

***TITLE***

***DATE***